


*File*  
*Personal 10-1*  
*CR Travel-7***\*OGC Has Reviewed\*** 25 September 1956

## FINANCE DIVISION NOTICE NO. 896

SUBJECT: Policy regarding application of annual leave when travel is conducted by privately owned automobile not to exceed cost by common carrier

1. Attached is a copy of OGC opinion dated 14 August 1956 dealing with the above subject. It states in effect that there would be no legal objection to charging or not charging a traveler for the time difference between travel time by the common carrier and the travel time by privately owned automobile.
2. Consistent with the above opinion, employees authorized travel by POA not to exceed cost by common carrier will be charged annual leave for any or all of the time difference between travel time by common carrier and privately owned automobile unless the Approving Officer administratively determines that such time difference should not be charged to the employee as annual leave by so indicating on the travel order.
3. Also, the time difference in excess of the time normally allowed to travel between two specified points consistent with the usual mileage allowance of not less than 300 miles a day will be charged to annual leave.
4. Employees authorized use of POA on a mileage basis as being more advantageous to the government will not be charged annual leave for actual travel time except that maximum travel time allowance will be limited to not less than 300 miles per day.
5. The fact that the traveler will not be charged annual leave for the time difference under the condition cited in 2 above does not in any way alter the basis for determining constructive costs in arriving at the amount due the traveler when travel was authorized not to exceed cost by common carrier.

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Chief, Finance Division

Attachment